Student Technology Training: Blackboard

Blackboard training will cover the following topics:

- Logging into Blackboard
- Viewing a Course Site
- Working with Course Materials
  - Viewing course announcements
  - Viewing/downloading course materials/lecture notes
  - Viewing course assignments
  - Submitting course assignments using the Digital Drop Box
  - Sending Files to Professors
  - Completing quizzes
- Sending Emails
- Keeping in touch with your class
  - Using the Discussion Board
- Sending files to professors using the assignment feature
- Viewing grades
- Getting organized with Blackboard (*optional)
  - Using the task manager
  - Using the calendar to keep track of events
  - Using Quick Jump to quickly find dates with the calendar
- Finding other students in Class
  - Using the Class Roster
- Updating your personal information (email, password, etc)

For questions or additional training on blackboard, contact studenttechtraining@depaul.edu